



Medicine Horse
Horses Helping Humans

Programs and Volunteer Support Internship Position Description

Organization overview: Medicine Horse is a Boulder based 501c3 nonprofit organization, founded in 2000. Medicine Horse provides free, donation-based groups and scholarships for those who wouldn't otherwise have access to Equine Assisted Psychotherapy. Some of the folks we serve include Veterans, caregivers, first responders, folks in the BIPOC and LGBTQ+ communities, women with breast cancer, youth at risk, people struggling with addiction, abuse and all forms of trauma. Medicine Horse saves lives; Healing through the empathic power of the horse.

Reports to: Operations Manager

Time and location requirements: Flexible and negotiable. Depends on Intern's needs. Medicine Horse office hours are generally Monday – Friday, 9-4. Some weekends as events and programs require. Work will be completed in a hybrid setting in MH office (Longmont) and remotely as needed and discussed with supervisor.

Key Duties:

1. Programs Support 30%
2. Volunteer Support 30%
3. Community Outreach 20%
4. Misc Administration as relates to role 20%

Programs Management (Assisting role in the following)

- Maintain the schedule of groups on calendars internally and with our organizational partners as well as on our website.
- Manage the registration process.
- Reach out to our organizational partners and the community to fill groups as needed.
- Administer pre and post test surveys administered for funding purposes.
- Manage communication with organizational partners and individual participants to ensure all required paperwork is received and work out any necessary logistics.
- Greet and check in groups and participants on the first day of each group.
- Monitor, track, and report finances for groups.

Volunteer Management (Assisting role in the following)

- Recruit new volunteers.
- Build a relationship with volunteers.
- Maintain a community connection with current volunteers.
- Work to create ways to keep volunteers engaged, make them feel appreciated, and ensure they feel fulfilled.

- Maintain volunteer sign ups and scheduled.
- Communicate needs to volunteers.
- Attend events staffed by volunteers; supervise and support volunteers at those events.
- Ensure that volunteers needs are met, that they have sufficient training and resources to do the tasks they are assigned, and that they feel empowered to do their jobs.
- Maintain volunteer database.
- Plan and executing annual volunteer appreciation party.

Community Outreach (Assisting role in the following)

- Work to expand Medicine Horse's reach in the community.
- Work to bring in diverse populations to Medicine Horse as participants, volunteers, and staff.
- Identify community events that align with Medicine Horse's mission and goals. Plan and support Medicine Horse's attendance at those events.
- Identify other ways that Medicine Horse can connect with new populations in the community and execute on those ideas.
- Attend community outreach events to represent Medicine Horse.

Marketing/Social Media

- Work with the Social Media and Marketing Team to maintain and grow Medicine Horse's Social Media presence with the goals of increasing awareness, general understanding of what MH does and the impact we make, as well as expanding our reach to new participants, partner organizations, and volunteers.
- Work with marketing volunteers on creation of print and digital content in relation to Volunteer and Programs Management.

Other tasks to include but not limited to

- Administrative tasks, primarily as they related to Programs and Volunteer Management but occasionally otherwise. (We are a small team and often, it is "all-hands on deck".)
- Participate in related trainings as recommended by supervisor. These might include but not be limited to software, cultural (i.e. DEI) or mental health issues awareness, equine care, or volunteer and/or programs management related.
- Continually review processes and make improvements/suggestions where applicable.

Necessary skills:

- Basic computer literacy and familiarity with Microsoft Word, Power Point, Excel, Adobe, the internet, Google Mail, Calendar, and Drive
- Social Media experience a plus
- Ability to quickly learn new platforms
- Must be detail oriented and have excellent time management skills (meeting deadlines is a must)
- Strong writing, editing and proofreading ability
- Good common sense and judgement
- Strong customer service and communication skills (communicating with partner organizations, participants, volunteers, therapy team, board, staff, etc.)

- Open mindedness, team, and mission oriented.
- Comfortable with and sensitive to working in an environment where therapy is going on for a variety of needs.
- Comfortable with horses in the environment.
- Able to work in a semi-outdoor environment with dust, hay, horses, etc.
- Ability to own this position and be proactive in suggesting and implementing new ideas and improved processes.
- Valid current driver's license: travel to the office during business hours is required.
- Ability to lift and carry up to 40 lbs.
- Desire to learn and develop new skills, willingness to ask questions and for help, and be part of the team that helps Medicine Horse grow to the next level.
- Nonprofit background or education a plus.

Medicine Horse is committed to establishing itself as an organization that seeks out diverse representation and being a model for other non-profits for equity and inclusivity. In all our actions, we strive for operationalizing our diversity, equity and inclusion (DEI) strategic imperatives.

Medicine Horse does not discriminate against any person on the basis of race, ethnicity, national origin, color, gender/sex, age, religion, marital status, pregnancy, disability, sexual orientation, gender identity, or genetic information in its services and programming or employment.